

OPERATIONS COORDINATING BOARD  
Washington 25, D. C.

February 7, 1955

MEMORANDUM FOR: The Board Assistants;  
The Internal Security Representative,  
National Security Council;  
The Director, Office of Security,  
Department of State;  
The Director, Office of Personnel Security and  
Integrity, Foreign Operations Administration;  
The Director, Office of Security, U. S. Informa-  
tion Agency;  
The Director, Security Division, Office of the  
Secretary of Defense;  
The Director of Security, Central Intelligence  
Agency.

SUBJECT: Personnel Security Policies and Procedures  
of the Operations Coordinating Board (OCB).

The attached "Personnel Security Policies and Procedures of  
the Operations Coordinating Board (OCB)" were concurred in, as  
revised, by the Board on February 2, 1955.

Previous drafts of this paper dated November 19 and December  
23, 1954 and January 24 and 28, 1955 are obsolete and may be  
destroyed in accordance with the security regulations of your  
agency.

*Elmer B. Staats*  
Elmer B. Staats  
Executive Officer

Attachment:

Subject Paper dated 2/2/55.

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OPERATIONS COORDINATING BOARD  
Washington 25, D. C.

February 2, 1955

PERSONNEL SECURITY POLICIES AND PROCEDURES  
OF THE OPERATIONS COORDINATING BOARD (OCB)

1. General

In view of the OCB's identification with the National Security Council, the highly classified nature of OCB's operations, and the necessity of safeguarding the sources, methods and related operations of the member agencies of the OCB, the following personnel security policies and procedures shall be followed with respect to individuals being considered for full time, consultative or ad hoc duties with the OCB.

2. Full Time Staff Employees and Consultants

a. The Board's Executive Officer will request a certification by the security officer of the appointing agency that a clearance is granted to individuals for OCB work in accordance with the procedure below.

b. Individuals in these categories shall not enter upon the performance of OCB duties until a Top Secret clearance is granted by the appointing agency on the basis of a full field background investigation.

c. Top Secret clearances shall be certified in writing to the Board's Executive Officer by the security officer of the appointing agency.

d. In the event the security and related files of an individual so certified contain derogatory information (within the purview of Executive Order 10450, or similar standards where E.O. 10450 does not apply) they shall be made available for review by the Executive Officer and the NSC Representative on Internal Security prior to the individual's entry upon OCB duties. Thereafter, if in the judgment of either the OCB Executive Officer or the NSC Representative on Internal Security, the derogatory information is of such a nature as to raise a question as to the individual's utilization on the OCB Staff and if it is still desired that the individual become a member of the OCB Staff, the facts in the case shall be stated to the Board. The appointing agency shall be guided by the collective opinion of the Board as to the utilization of the individual on the OCB Staff.

e. In cases involving possible suspension of individuals in these categories the security officer of the appointing agency will discuss the case with the Executive Officer before recommending suspension under Executive Order 10450 or other authority.

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f. The appointing agency shall make available for review by the Executive Officer the personnel files on full time staff employees.

3. Working Groups and Panels

a. Individuals in these categories shall not enter upon the performance of OCB duties until a Top Secret clearance is granted by the appointing agency on the basis of a full-scale background investigation, except as provided in paragraph d. below.

b. Top Secret clearances shall be certified in writing to the Board's Executive Officer by the security officer of the appointing agency.

c. In the event that the security and related files of an individual so certified contain derogatory information (within the purview of Executive Order 10450, or similar standards where E.O. 10450 does not apply) which, in the judgment of an agency security officer or the agency head, is of such a nature as to raise a question as to his use on OCB working groups or panels, they shall be made available for review by the Executive Officer of OCB and the NSC Representative on Internal Security. The recommendations of the Executive Officer and the NSC Representative shall be made available to the Board member concerned. In the event of an adverse recommendation by either, and the Board member still desires to utilize the individual on OCB work, the Board member shall review the facts in such cases with the OCB and shall be guided by the collective opinion of the Board as to the utilization of the individual on OCB work.

d. In special instances of an emergency nature, individuals in these categories may be granted preliminary certification for OCB duties, provided that the head of the appointing agency finds such action to be necessary in the national interest and provided that the preliminary certification check does not disclose derogatory information (within the purview of Executive Order 10450, or similar standards where E.O. 10450 does not apply).

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